

Tom Hi Kay,
Have you seen Jack this morning? The boss is looking for him. It's about the report.
Has he finished it yet?

Kay Hi Tom,
Jack's just gone out to the post office. He says he's already handed the report in.
It's on the boss's desk,

Tom Thanks! I've just found it. Panic over!

Presentation

Unfinished time and finished time

Use the present perfect to talk about past actions within a period of time that is unfinished (*this week, this year, ever, never, yet*):

Have you seen Jack this morning? (It's still morning; the morning has not finished.)

I've seen Jack a couple of times this morning.

Use the past simple to talk about actions in a period of time which is finished (*last week, yesterday, five minutes ago*):

Did you see Jack this morning? (It's now evening, the morning has finished.)

I saw Jack about five minutes ago.

Present result

Use the present perfect to talk about a past action which has a result in the present. You do not say when the action happened: *He's handed in the report.* (The present result is it's on the boss's desk now.)

If you want to say when the action happened, use the past simple: *He handed in the report last night.*

just, yet, already

You often use the present perfect with *just*, *yet* and *already* to talk about actions that happened recently, or actions that we are expecting to happen soon.

I've just found it. He's already handed it in. The boss hasn't seen it yet.

- Use *just* to show that an action happened in the recent past:

He's just gone out. (It happened a few minutes ago.)

They've just got married. (It happened a few weeks ago.)

- Use *yet* in *yes/no* questions and in negative sentences with *not*.

Has he finished it yet?

- Use *yet* in negative sentences to say that something we are expecting to happen hasn't happened:

He hasn't finished it yet.

- Use *already* to emphasise that something has happened *before now*:

I've already finished the report. (We don't know exactly when this happened. The important thing is that it happened before now.)

been and gone

In the present perfect there are two possible past participles forms for the verb *go*.

- Use *been* to say that someone went somewhere and came back:

I've been to Paris three times. (I'm not in Paris now.)

See Unit 23.

- Use *gone* to say that someone went somewhere and is still there.

Suzi's gone to Paris for the weekend. (She's still there.)

1 Match the sentences in column A to the responses in column B.

A

- 1 Has anyone seen my phone?
- 2 Have you washed my shirt?
- 3 I haven't had a shower yet.
- 4 Have you had lunch?
- 5 Can I get you a coffee?
- 6 Do you want me to make dinner?
- 7 You look really sleepy.
- 8 Does Lynne know about the party?

c

B

- a Yes, I've already told her.
- b Well, hurry up! We're late.
- c ~~It was here two minutes ago.~~
- d No, thanks. I've just had one.
- e No, I've already done it, thanks.
- f Yes, it's on the back of the chair in your room.
- g Yes, I've just got up.
- h No, I haven't. Would you like to go to that new café?

2 Add the words in brackets to the sentences.

- 1 Don't throw that away! I haven't finished it ^{yet}. (yet)
- 2 I've spoken to Polly. She's coming at two o'clock. (just)
- 3 There's no need to clean the kitchen. I've done it. (already)
- 4 Have you spoken to Simon? He's called you a couple of times. (yet)
- 5 Jo and Matt are so happy. They've had their first baby. (just)
- 6 Don't make any lunch. I've eaten. (already)
- 7 Careful! I've painted the front door. It hasn't dried. (just / yet)

3 Choose the correct forms. Then listen and check.

Conversation 1

- A: What's happening about Mum's birthday present? ¹ *Have you phoned / Did you phone* Dad yet?
- B: No, but ² *he has sent / sent* me an email earlier. It's OK. He ³ *'s already bought / already bought* the flowers. He ⁴ *has been / went* to the market first thing this morning to pick them up.

Conversation 2

- C: Oh no, I've just remembered something! Last night I ⁵ *'ve promised / promised* Jane that I'd pick her up after class today.
- D: It's OK, don't worry. Tom's just ⁶ *been / gone* to get her. He's on his way now.

Conversation 3

- E: I think everything's almost ready. I ⁷ *'ve packed / packed* the bags, I've got the tickets and the passports. I ⁸ *haven't called / didn't call* the taxi yet.
- F: Don't worry. I ⁹ *'ve already booked / just booked* one. I phoned them last night.

4 Complete these sentences so that they are true for you.

- 1 I've just
- 2 I haven't yet.
- 3 I've already
- 4 I haven't done any this week.
- 5 I've done a lot of over the past month.
- 6 I've never been